

Hammond



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

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November 10, 2004

To: Supervisor Don Knabe, Chair
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Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

BUSINESS CONTINUITY PLANNING – STATUS REPORT

On March 4, 2003, your Board directed the development of a Countywide Business Continuity Planning (BCP) program. Following is a status report on our progress.

Since our July 7, 2004 status report, we have accomplished the following:

- All departments have completed the web-based survey which included a total of 719 programs for all County departments. This survey, called a Business Impact Analysis (BIA), included an inventory of all programs in the County ranked by departmental and Countywide priorities. The BIA also captured general information on communications and IT systems associated with each program as well as basic financial impact data.
- The Office of Emergency Management (OEM) conducted initial planning workshops with departments to begin the actual plan writing process using the Strohl System's plan writing software. The primary focus was on departments in the Hall of Administration. Departments started writing BCP plans for the critical programs identified in the BIA survey.
- Seven departments have already attended initial planning workshops and are writing BCP plans for their critical programs or services. OEM has scheduled additional workshops and expects to have met with all departments by the end of November, 2004.

- OEM worked with the Department of Health Services (DHS) to develop a special strategy to address DHS' unique BCP planning needs. For planning purposes, this strategy divided DHS into three sections (Health Services Administration, Public Health, and Personal Health). OEM has been working closely with each section and plan writing is underway.
- Monthly BCP Users Group meetings have been scheduled to support department BCP Teams during this process.

OEM will continue to support departments as they write BCP plans for their critical programs and services. They are also monitoring departments' plan development to ensure that plans are completed in a timely manner.

Please direct questions regarding this report to Ian Whyte at (323) 980-2253, or Bill Butler at (323) 980-2258 in OEM.

DEJ:CP
IW:cm

c: Executive Office, Board of Supervisors
Emergency Management Council
All Department Heads
Board Emergency Preparedness Deputies